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Plan My Move Booklet for USAREC

Overview



Location

The Los Angeles Recruiting Battalion headquarters is located in Encino, CA, in the heart of the San Fernando Valley. Recruiting companies are situated over the Los Angeles county area. We are bordered by the beautiful Santa Monica mountains and coastal beaches to our west, unique desert landscapes to the east, and Orange County to our south. There are many attractions to visit within a short distance, including Sea World in San Diego, Disneyland in Anaheim, Six Flags Magic Mountain theme park in Santa Clarita, and Big Bear Ski Resort in Big Bear to name a few. We are also approximately a 5 hour drive from Las Vegas, NV.

Nearly all of units are within 50 miles of the Los Angeles Air Force Base, which is located near Los Angeles International Airport in El Segundo, or the two Navy facilities Point Mugu and Port Hueneme, which are located in the Ventura/Oxnard areas.

The cost of living in the Los Angeles area is more expensive than most areas of the country. Gas prices have averaged around \$3.50 a gallon. Food prices are also generally higher. Housing can be expensive, depending on the area of assignment; however, there is government family-leased housing, post housing at Fort MacArthur in San Pedro, and post housing at Point Mugu and Port Hueneme. The base operator can assist with questions by calling 310-653-1110.

Units

[Los Angeles Recruiting BN](#)

Covina Company

Long Beach Company

San Fernando Company

Coastal Company

Los Angeles Company

Phone Number

818-609-8446

626-967-9638

562-983-3104

818-781-7001

310-373-0001

818-291-9468

Services Information

Service

CAC Card

Military Clothing Sales

Nearest Exchange

Finance Records

Personnel Records

Household Goods Support

ACS and Family Support

Medical Treatment Facility

Servicing Installation

LA Air Force Base

Los Alamitos Air Base, Los Alamitos, CA

LA Air Force Base

Fort Lewis, WA

Fort Lewis, WA

LA Air Force Base

LA Air Force Base and Fort Irwin, CA

LA Air Force Base

Legal Assistance	LA Air Force Base and Fort Irwin, CA
Army Emergency Relief	LA Air Force Base and Fort Irwin, CA
Family Advocacy Services	LA Air Force Base and Fort Irwin, CA
Spouse Employment Assistance	LA Air Force Base and Fort Irwin, CA

History

The Los Angeles Recruiting Battalion was transformed in 2007 from its previous eight company structure to the current five company organization, with Fresno, Bakersfield, and Gold Coast companies moving to the newly designated Fresno Recruiting Battalion. The Los Angeles battalion headquarters moved in September 2007 to the new state of the art facility in Encino. Our battalion continues to be involved in many local community events, school functions, and our relationships with business, professional sports teams, and leaders in the entertainment industry.

Mission

The Los Angeles Recruiting Battalion conducts recruiting operations with integrity to enlist qualified applicants into the Army and Army Reserve, while taking care of Soldiers, family members, and Army civilians.

Sponsorship

Once a Soldier has been identified as being assigned to our battalion a letter from the chain of command is sent to the Soldier. At this time the recruiting company leadership will assign a sponsor, who will in turn contact the inbound Soldier. Additionally, the company first sergeant will personally call the Soldier and answer any initial questions. A Welcome Packet including important phone numbers, information on the closest military installation, child care, medical and dental care, and other pertinent information is mailed by the battalion personnel center. A Welcome Packet link is on our [website](#).

Relocation Assistance

Inbound Soldiers should report to the recruiting company headquarters they are assigned. The sponsor will assist you and your family with any questions. After arrival Soldiers will inprocess the battalion and be placed on 10 days of Permissive TDY to find housing. Relocation assistance information is also on our website under the RELOCATION link.

Critical Installation Information

TRICARE

Once you arrive and begin inprocessing you will need to go to the Los Angeles Air Force Base and transfer into the TRIWEST Region. The TRIWEST office is located on the second floor of Bldg 272. It is a fairly quick process and will ensure your family members can receive immediate medical and dental care. Dental and medical care for Soldiers is provided by either the Air Force Base, Point Mugu, or Port Hueneme. Family members will normally be given a Primary Care Manager (PCM) at one of the above mentioned facilities or the clinic at Fort MacArthur. In some instances family members will be able to see civilian doctors that are part of the provider network. Family members will also be able to choose from a number of dentists that are in the United Concordia dental provider plan. Links to Tricare Health and Tricare Dental are provided on our website under the FAMILY link.

Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from your Battalion's Soldier and Family Assistant (SFA).

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

USAREC follows the attached [Total Army Sponsorship Program Inspection List](#) for providing sponsorship services to relocating Soldiers and their Families.

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

Youth Sponsorship

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

Directions to Installation

Airports

Los Angeles has two airports within LA county. The main airport is the Los Angeles International airport (LAX), which is located near El Segundo, CA, just off of Interstate 405. The other airport is Burbank Bob Hope airport located in Burbank, CA near Interstate 101. There is also an airport in Ontario, CA, and John Wayne airport in Orange County.

Transportation -- There are numerous rental car agencies, the Los Angeles Metro bus system, and cab services. There are no military shuttles available. Please contact your sponsor and he or she will assist you with travel arrangements.

Driving Directions

From LAX, take the 405 freeway north and take the 101 freeway west. Exit onto Balboa Blvd and turn right. Drive approximately two miles and the battalion headquarters is on the left, just before the intersection of Balboa and Victory boulevards.

From Burbank airport, turn right on North Hollywood Way until you get to Victory Blvd. Turn right on Victory and drive until you get to Balboa Blvd. Turn left on Balboa and the battalion headquarters will be on your right after approximately 100 meters.

Check-in Procedures

Travel Planning

As soon as a Soldier is contacted or receives a welcome packet from the Los Angeles Recruiting Battalion he or she should search for hotels in the general area near the recruiting company of assignment. The sponsor and company chain of command can help in this area. This will allow the Soldier and family members to be near the area where housing might be available close to the recruiting station or company the Soldier will be assigned. There is temporary lodging available at Fort MacArthur based on availability. Many questions can be answered by visiting our [website](#) or by calling the battalion adjutant at 818-609-7704.

Reporting Procedures

Reporting procedures, along with important telephone numbers, can be found on our website, listed above, under the arriving Soldiers link.

What to do if you get Married enroute?

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedures.

Relocation Assistance

Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, , and personal assistance provided to you by the Solider and Family Assistance (SFA). This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many SFA program services and tools available.

[Military OneSource](#) and Plan My Move -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 340 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

Loan Closet -- Basic household goods items are available to borrow from your Company Headquarters while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware ,coffee maker, and basic kitchen needs... Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

Foreign Born Spouse Support -- Contact [Military OneSource](#).

Transition Assistance -- TurboTap.org is a DoD online program designed to assist with Transition Assistance.

Contact your Battalion's SFAPM for more information

Emergency Assistance

Planning for Emergencies

Before you leave, make sure you hand carry all of your important documents with you, do not shipped with your household goods. Make sure you have important phone numbers with you, such as an information number for your new duty station and your sponsor's phone number.

Emergency assistance and referrals are available at:

- [American Red Cross](#) or call the Red Cross hotline 1-877-272-7337, or contact the nearest ARC chapter listed in the local phone directory.
- [Military One Source](#) or 24/7 1-800-342-9647 can assist in all emergencies.

Army Emergency Relief (AER)

It is advisable to utilize the military's Army Emergency Relief first, if possible. Financial assistance is usually in the form of an interest-free loan. Avoid loans from "Check Cashing" businesses as the interest rate could be more than the original loan.

Army Emergency Relief (AER), (MHF to fill in local phone number for BN zip code), offers emergency financial assistance to all military personnel, active and retired and their Family members in the following categories:

- Food
- Rent
- Emergency Travel
- Utilities
- Essential Car Repair
- Funeral Expenses
- Emergency Medical
- Dental assistance

AER operates during normal business hours. You may also stop at any other military service installation and request emergency assistance. If an emergency occurred after hours please contact nearest American Red Cross toll free 1-877-272-7337.

Medical Emergencies

Beneficiaries with an emergency should either call 911 or go to the emergency room at the closest hospital or Military Treatment Facility.

Vehicle Emergencies

If you are involved in an automobile accident assess the situation and if a life is in danger, call 911. Contact your new duty station as soon as possible to report the emergency. Call roadside service if you have it through your automobile insurance - check your glove box/insurance card.

- Call American Automobile Association (AAA) if you are a member (1-800-222-4357).
- It is a good idea to keep a telephone book in the vehicle. If you don't have a phone book available, call information (411) for the number for a tow truck.
- Review weather forecasts along planned routes.
- Conduct periodic telephone calls to family/leaders during travel.
- Make proper use of seat belts and child restrain seats while traveling.
- Take necessary survival/safety items to include sufficient funds in case of emergencies during adverse weather conditions or vehicle breakdown.

Domestic Violence

The National Domestic Violence hotline is 1-800-799-SAFE (7233). It is staffed 24/7. Call if you need assistance.

Motor Vehicles

Registration & Licensing Requirements

California State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

State Laws

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 6 years of age be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

California law prohibits all drivers from using a handheld wireless telephone while operating a motor vehicle. Motorists 18 and over may use a "hands-free device." Drivers under the age of 18 may NOT use a wireless telephone or hands-free device while operating a motor vehicle.

Vehicle Registration

Military members on PCS orders to the Los Angeles Recruiting Battalion may keep their current state registration, plates and drivers license while assigned to the battalion. Additional requirements and information can be found at the [California Department of Motor Vehicles webpage](#) for the most current information.

It is also suggested that you register your vehicle on the Los Angeles Air Force Base to receive the LAAFB decals. Even if you have a post decal from another location you will have to stop each time you go to the base and receive a temporary pass. Please visit our [webpage](#) under the WELCOME PACKET link.

Loan Closet**Loan Closet**

The SFAPM has limited kitchen loan items available. Please call them to see what might be available. Another source to check is the nearest Army Community Service if you are near an Army installation.

Housing - Overview

Government Leased Housing Program

The Department of the Army has established and implemented the Leased Government Housing (LGH) Program. Recruiting personnel are often assigned to locations where housing costs are not documented and not fully supported by Basic Allowance Housing (BAH), and where military housing is not available within a reasonable commuting distance. To improve the quality of life for independent duty Army Recruiting Command personnel, the Command has established the LGH Program. The US Army Corps of Engineers, in conjunction with this Headquarters, will procure leased housing. See the government Housing topic for details of the Leased Government Housing Program.

Non-Government Housing

Rental/Purchase Options

Los Angeles has numerous apartments, condominiums, single family homes and duplexes for rent and purchase; however, rental costs are some of the highest in the country. Below is an average cost for rentals within the LA area:

- 1 bedroom \$1,500 and up
- 2 bedroom \$2,200 and up
- 3 bedroom \$2,600 and up

For those interested in buying a home the average cost of a three bedroom, two bath home has been between \$400,000 and \$500,000. These prices have and will continue to fluctuate in the current environment. Your sponsor will be able to provide you with additional information. Another good resource is Realtor.com which can give you an average home cost based on zip code.

Mobile Homes

There are very few mobile home parks within the Los Angeles area; however, there are some in the outlying areas. Keep in mind almost all of these are private homes that are in established neighborhoods and rentals are scarce.

For more information please visit our [website](#) under the RELOCATION and WELCOME PACKET links. You can also call the Soldier and Family Assistance (SFA) manager at 818-609-7468.

Housing - Temporary

Temporary Lodging Facilities

The Los Angeles Air Force Base Fort MacArthur housing area has temporary lodging facilities (TLF) located in the historic Patton Quadrangle. For your billeting needs please call 310-653-8296 or DSN 312-833-8296. There is also temporary lodging at Port Hueneme and Point Mugu. Please visit our battalion [webpage](#) and click on the RELOCATION link.

There are military loan closets at the Los Angeles Air Force Base, Port Hueneme and Point Mugu, as well as March AFB in Riverside. The main contact number is through the Airman and Family Readiness Center at 310-653-5428. Our SFA is also a great source of information. You may reach them at 818-609-7468. Please visit the battalion webpage, listed above, under the RELOCATION and WELCOME PACKET links.

Local Hotels

Information on local hotels and motels can be found online at [LosAngeles.com](#) or [Hotels.com](#) for up to date rates and information. The battalion webpage also has good information provided by Army Onesource under the RELOCATION and FAMILY links.

Housing - Government

Leased Government Housing

Facts

1. The Department of the Army has established and implemented the Leased Government Housing (LGH) Program.
2. Recruiting personnel are often assigned to locations where housing costs are not documented and not fully supported by Basic Allowance Housing (BAH), and where military housing is not available within a reasonable commuting distance. To improve the quality of life for independent duty Army Recruiting Command personnel, the Command has established the LGH Program. The US Army Corps of Engineers, in conjunction with this Headquarters, will procure leased housing.
3. Eligibility for Bachelor Leased Housing (rank eligibility has not changed)
 - The program is open to single Soldiers, E4 and below.
 - All eligible personnel must be receiving BAH at the 'without dependent rate'.
 - Permanent duty station must be located in a location that is greater than one hour commute from a military installation that has Government housing.
 - Only one bedroom apartments are authorized.
 - Soldiers are required to have at least 12 months remaining at their current duty station at the estimated date of lease consummation.
4. Eligibility for Family Leased Housing
 - The program is opened to all ranks for married Soldiers.
 - All eligible personnel must be receiving BAH at the 'with dependent rate' and accompanied by dependents. In cases of joint custody of dependents, only the military Soldier who has custody for more than 6 months per year is eligible.
 - Permanent duty station must be located in a location that is greater than a 1-hour commute from a military installation that has Government housing.
 - Soldiers are required to have at least 12 months remaining at their current duty station at the estimated date of lease consummation.
 - If adequate suitable housing is identified by the COE but declined by the Soldier, they will be dropped from the program. They cannot reapply for the program until they have orders for a permanent change of duty station.

NOTE: Bedroom criterion can be found at Encl 1, in accordance with Army Regulation 420-1, Army Facilities Management, November 2007 (Chapter 3). The dwelling criterion can be found at Encl 2, in accordance with the Primer on Basic Allowance for Housing for the Uniformed Services, January 2007.

5. Procedures

- Service member fills out application, [USAREC Form 884](#), and turns it in to their respective Battalion Facility Manager.
- Service member must also submit a Statement of Understanding for Acceptance of Leased Government Housing, [USAREC Form 886](#). The service member's signature indicates that he/she understands the provisions of participating in the LGH Program.
- A copy of the service member's PCS and pin point orders must accompany the request.
- In the case of a lease conversion, a copy of the current lease and utility bills are required.
- The total application process will take approximately 45-60 days.

Enclosure 1 Bedroom Entitlement

Unit size is based on number of dependents up to a maximum of four (4) bedrooms as listed below:

- Member and spouse share one bedroom.
- Children under 6 share bedroom with same or opposite gender (maximum of 2 children per bedroom)

- Children 6-9 share bedroom with same gender only (maximum 2 children per bedroom)
- Dependent parents are entitled to their own bedroom
- Soldier must show proof that a child between the ages of 18 to 22 years old is enrolled in school/college.
- Child loses bedroom entitlement on 23d birthday

Enclosure 2 Housing Standard Chart

Bachelor Leased Housing pay grades E-1, E-2, E-3 and E-4, the standard is a 1 bedroom apartment.

Family Leased Housing the housing standard is:

- E-1 - E-4 entitled to 2 bedroom apartment or townhouse
- E-5, and O-1 entitled to a 2 bedroom townhouse or duplex
- E-6 - E-8, O-1E, O-2, W-1 and W-2 entitled to a 3 bedroom townhouse or duplex
- E-9, O-2E, O-3, O-3E, O-4, W-3 - W-5 entitled to a 3 bedroom single family detached house
- O-5 - O-7 entitled to a 4 bedroom single family detached house

NOTE: Number and age of dependents may increase the bedroom authorizations above.

Installation Specific Information

Family Housing

There are family housing opportunities at Fort MacArthur in San Pedro and Port Hueneme and Point Mugu in the Ventura/Oxnard area. There is also government family-leased housing available. Availability changes constantly, as do waiting times and the number and size of quarters available. Your sponsor will be able to assist you, as will the battalion's Facilities Manager at 818-609-8744 if you are interested in government family-leased housing. Please visit our [website](#) under the WELCOME PACKET link.

Single Service Member Housing

Most of the single Soldiers live on the economy due to the very limited bachelor quarters on the installations. Your sponsor will be able to provide you information on housing opportunities. Please call the Facilities Manager at 818-609-8744 if you are interested in the bachelor-leased housing program. You can also call Housing Office phone number located on our [website](#) under the WELCOME PACKET link.

Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your hold baggage, in your household goods shipment and what might need to go into storage. Remember, for overseas assignments electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

Shipping Pets

Planning for shipment of your pet includes researching airline requirements and quarantine and restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Checking the [SDDC website](#) will provide details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well.

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must file DD Form 1840/1840R within 70 days of delivery. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Boarding

There are numerous facilities for boarding of pets. Most veterinary clinics within the Los Angeles area have both outside and inside options for dogs, as well as climate controlled areas for cats and other small pets. There are also stables for horses and other livestock. Your sponsor will be able to provide additional information. Costs for boarding dogs and cats can run as little as \$10 a day to over \$100 a day depending upon what requirements are needed.

Transportation

If you are traveling by air please check with your carrier to determine travel restrictions and limits, as they differ between airlines. Also keep in mind costs associated with air travel and pets varies between carriers. If traveling by car plan to make frequent stops with your pets. There are numerous desert areas north and east of Los Angeles, and there are long stretches of road with no shaded stopping areas. Carry plenty of water and be careful of the heat during the summer months.

Quarantines

Please visit the [California state website](#) to determine what pets, if any, will require quarantine.

Vaccinations, Licensing, and Registration

Please visit the California state website, listed above, to determine these requirements. California has numerous laws and regulations in this area.

Education - General Overview

Introduction

There are four main school districts within our recruiting area, which are the Los Angeles Unified School District, the Torrance Unified School District, the Long Beach School District and the Pomona Unified School District. The largest is the Los Angeles Unified School district, which serves nearly 700,000 students within the LA area. These students attend numerous elementary, middle and high schools. There are also many private schools and non-public schools, as well as alternative, continuation, charter, magnet and adult schools. All of the traditional public schools are accredited by the state of California and the traditional high schools, as well as some of the non-traditional high schools, are accredited by the Western Association of Schools and Colleges (WASC).

Local Schools

There are well over 2 million students that attend school within the four major school districts (LAUSD, Pomona USD, Long Beach USD, and Torrance USD). These numbers do not include the private and non-public school enrollments. Student to teacher ratios can be as low as 6 to 1 or as high as 45 to 1. Information specific requirements, such as average ACT/SAT scores, graduation rates, grading scales, class size, or any other information can be obtained through the [USAREC Los Angeles website](#) under the RELOCATION link. Following are the websites for each school district. You may obtain specific information regarding meals, bus service, before and after school programs, sports programs, and programs for children with special needs:

- [LAUSD](#)
- [PUSD](#)
- [LBUSD](#)
- [TUSD](#)

Adult Education

There are numerous adult education opportunities within the Los Angeles area. For information and resources concerning adult education please contact the LA Battalion Education Specialist at 818-609-7746.

Education - Training (College/Technical)

There are 20 universities, 37 colleges and numerous technical institutes within the Los Angeles county area. There are even more when Orange and San Bernadino counties are included. Active duty, reservists, veterans, and family members accounted for more than \$18 million being put back into these institutions while enrolled. Please contact the Education Services Specialist, at 818-609-7746 if you have any questions.

Library

Army General Libraries - something for everyone! From art and photographic exhibits...to community related programs, Army libraries have something for everyone. Connect to the world via the Internet. Prepare projects/presentations using office software. Search the library's electronic catalog. Log into Army Knowledge Online from home, office, or library to access full-text databases, magazines, newspapers, ebooks and audio books 24/7 anywhere, anytime. Look for jobs and colleges on-line, take college prep tests and CLEP tests on-line. Research academic and military subjects on-line. Plug into eArmyU throughout your library. Attend a popular programming event for fun and intellectual stimulation. Escape through fiction, keep up with current affairs, find military professional reading material, explore your hobby, find a quiet nook to study or to dream, encourage reading in your young child---whether a singular experience or a family affair, it all adds up to a life enriching experience. Evening and weekend hours accommodate your busy schedule at 71 main libraries and 21 branches world-wide.

Military OneSource On-Line Library

Our mobile military members often don't have the resources of a brick and mortar library on hand to provide entertainment, learning or solace. The Online Library provides those resources while the members are in transit or deployed. One-stop shopping for all library resources in print, electronic and downloadable format are available online, 24/7. The library provides recreation, lifelong learning, reference, and career resources for all ages and interests. **All resources including audio and eBooks are free. Resources are available anywhere in the world where there is access to the internet.**

[Military OneSource On-Line Library](#) provides 24/7 access to library materials that include:

- Ability to download free books from thousands of fiction and non-fiction titles, including animated children's books, or request a free paperback or digital Playaway book from Military OneSource.
- Access to data bases to pursue education, research careers, fix cars or home appliances, maintain or remodel apartments or homes, and more.

Education - Local Schools

Choosing the right school for their children is a priority for military families. This article describes excellent resources for your use in planning for your child's educational needs. Parents can find current information about public, charter and private schools by using the tools below:

1. How do I choose a good school?

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

2. What schools are in my area (or in the area where I may move), and how good are they?

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

SchoolQuest was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

3. How can I help plan for a successful transition in this new school and for my child's school career?

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

4. Question? What happens if I need help during the school year?

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

[MilitaryStudent](#) provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

Employment - Overview

Employment Options

There are numerous opportunities for employment within our area. A good resource to find out unemployment rates, hourly wages, state and county resources, and other pertinent information can be found [online](#) at the State of California website for local employment information.

Additional information can also be found on our website the [USAREC Los Angeles website](#) under the RELOCATION link and the WELCOME PACKET link.

Employment Documentation

If you are a job seeker please ensure you hand-carry all employment records and documents, resumes, SF 171, SF 50, transcripts, certificates and licenses.

Transition Assistance

For those transiting from the service most of the process can be completed at the Los Angeles Air Force Base. The Army Career and Alumni Program (ACAP) is located at Fort Irwin, CA, which is approximately 2 1/2 hours from Los Angeles. Many transitioning Soldiers use the ACAP Remote system, which allows the majority of the program to be completed online.

Tuition Assistance

Within the last year spouses of service members are now eligible to use the service member's Montgomery GI Bill benefits. Other tuition assistance programs are available. Please contact Ed Gould, Education Services Specialist, at 818-609-7746 for additional information.

New Parent Support Program

New Parent Support Program

The Los Angeles Air Force Base has programs available for new parents. The Airman and Family Readiness Center can provide information by calling 310-653-5428. For matters relating to the Exceptional Family Member Program you may call the Tricare Support office at 310-653-6621. Additional information can be obtained from the battalion SFA at 818-609-7648. There are numerous links to Tricare, Army Onesource, and the Exceptional Family Member Program on the [battalion webpage](#) under the FAMILY link.

Child Care

USAREC families receive reduced child care rates in the local community through the [National Association of Child Care Resources and Referral Association](#). This website provides all the information necessary to obtain child care. You must read it for eligibility, procedures, policies, forms to use as well as participating locations. These procedures must be followed precisely to ensure reduced rates. For local community resources check with [Military OneSource](#) and select Child Care Finder from right hand tool bar.

Childcare

There are numerous national and regional child care centers within Los Angeles county, as well as private accredited providers. The Los Angeles Air Force Base has the Child Development Center that provides child care and also has an extensive listing of providers. The Child Development Center can be reached at 310-653-6800. Further information can be found on our [website](#).

New Parent Support Program

The Airman and Family Readiness Center at the Los Angeles Air Force base has programs for new parents. The phone number is 310-653-5428 and additional questions can be answered by calling the Los Angeles Soldier and Family Assistance manager at 818-609-7746. Additional information is available on the battalion website under the FAMILY link.

Youth Services

Youth Programs

There are numerous programs for youth within Los Angeles county, to include the following: YMCA, Boys and Girls Clubs, and numerous activities sponsored by the Los Angeles Parks and Recreation services. There are opportunities for sports programs, summer camps, and other activities. The Los Angeles Air Force Base has Youth and Teen Centers located at Fort MacArther in San Pedro. For services offered by the air force base please contact the Airman and Family Readiness Center at 310-653-5428 or the Youth Services Center at 310-653-8383. More information can be found on our [website](#) under the WELCOME PACKET link.

Youth Employment

There are opportunities for youth employment within Los Angeles county. For more information please visit the [LA City website](#) for local youth employment listings or the [battalion website](#) under the WELCOME PACKET and RELOCATION links.

Family Center

Programs and Services

A key resource for your USAREC Unit and a gateway to accessing all of the resources available to you, the HQ USAREC Soldier and Family Assistant personnel provides information, support and services to help you balance the demands of family and the military lifestyle. The Soldier and Family Assistance Services is one part of the overall family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, and mobility and economic readiness. The Soldier and Family Assistant office should be one of your first stops or the first phone call you make, upon arriving at your new duty location. Its programs and services will be an important resource for you and your family.

Relocation Readiness -- Provides information, referral, resources and tools to help you with permanent change of station (PCS) moves and post-move orientations. SFA maintains loan items from which families may borrow that includes basic household goods. We also assist you with in-transit emergencies by providing information on move-related topics such as Army Emergency Relief, buying or selling homes in the area and individual PCS planning, among others. We serve as liaison to citizenship, immigration, and multicultural diversity information, and provide outreach by connecting Families with the community resources they need.

Information and Referral - An integral function of the Soldier and Family Assistants, information and referral services can assist you in locating needed services and programs available within your new location, through civilian agencies in the local community, and connect to national resources.

Soldier and Family Assistant Personnel may also provide other services, such as counseling, family advocacy, fitness and recreation program information and Exceptional Family Member support. Services vary by location.

Installation Specific Information

The Los Angeles Air Force Base has a brand new Airman and Family Readiness Center. The center assists with relocation, financial counseling, family advocacy, and any other numerous services. The center's phone number is 310-653-5428. Other services listings are provided on our [webpage](#) under the WELCOME PACKET link.

Financial Assistance

Financial Assistance

Financial Assistance is available for USAREC soldiers and families and it is provided by the Soldier and Family Assistance (SFA) personnel. Programs vary from location to location and depend on the partnering with local community assets and internet programs. Some examples of programs include: check writing; money management; how to prepare a budget; buying, selling and renting smart; how to invest and save; where to find financial assistance; Army Emergency Relief services and American Red Cross Services, and others. You can find a consumer affairs advocate from your SFA. Cost of living information can be obtained from Military OneSource [Relocation Essentials](#).

PCS Financial Entitlements

Advanced Pay

Do not request advance pay from basic pay. This is a loan and you will pay the money back. Advanced pay repayment will be automatically withdrawn from your monthly pay. This will reduced your monthly income.

Other Allowances

Information on travel and transportation allowances and entitlements can be found at the [Per Diem Committees official website](#), which has all of the most recent information. Allowances change frequently so it is important to review this website for the most recent information. Review the Frequently Asked Questions section first for an overview. Examples of some of your travel and transportation allowances include:

- Shipment and storage of household goods
- A daily allowance for travel (per diem)
- Reimbursement for your travel by car (POV/POC) or air travel
- Temporary living expenses for a set number of days
- A dislocation allowance to cover one time setup costs

Financial assistance can be provided locally at the Airman and Family Readiness Center, located at the Los Angeles Air Force Base. They provide the same services as Army Emergency Relief would provide at Army installations. The Readiness Center phone number is 310-653-5428 and additional information can be found on our [website](#) under the WELCOME PACKET and RELOCATION links.

Legal Assistance

Legal Assistance

For legal assistance contact the Brigade JAG or the JAG of the nearest Military Installation. The JAG can provide support in several areas to include: Trial Defense, Administrative Law, Personal Property Claims, Legal Assistance, Tax Preparation and Immigration & Naturalization issues.

Legal Assistance handles or is involved in a number of issues to include:

- Support (Child or Spouse)
- Powers of attorney
- Leases
- Affidavits
- Local deeds
- Name changes
- Consumer affairs
- Civil suits
- Domestic relations and family law
- Immigration and naturalization
- Wills and estates
- Tax assistance
- Local court procedures
- Claims Services

Claims are processed under the provisions of Army Regulation (AR) 27-20 and Department of the Army Pamphlet (DA Pam) 27-162. Not all claims are payable. It is the Claimant's responsibility to properly complete the required forms and to provide documentation substantiating their claim.

In order to file a claim, the following documents must be provided:

- DD Form 1842 Claim for Loss of or Damage to Personal Property Incident to Service.
- DD Form 1844 List of Property and Claims Analysis Chart.
- DD Form 788. The form provided to the owner of the vehicle or his/her agent when the vehicle is delivered. (Damage claimed must be noted and verified by the carrier on the reverse side in order for the damage to be payable).
- Orders -- Copy of your orders authorizing the shipment of the vehicle.
- Power of Attorney -- For anyone not a proper party claimant, a power of attorney is required to file a claim on behalf of the proper claimant.
- Estimates of Repair -- Two written estimates of repair from different firms, which must describe the damage and necessary repair work in detail (must be itemized). (If we determine that additional estimates are needed, we will inform you).
- Insurance Affidavit -- Affirms that you have made and settled a claim with your insurance company as required or that no insurance existed which may cover your loss.
- Insurance Documents -- Copy of the insurance policy in effect at the time of the incident indicating coverage as well as the final settlement with your insurance company. (This includes a copy of any estimate done by the insurance company in determining settlement).
- Proof of Vehicle Ownership -- Showing ownership of vehicle at time of incident (copy of registration or title).
- Vehicle Inspection Sheet. Your vehicle must be inspected by personnel from the Claims Office before your claim is adjudicated. Repair of your vehicle without the approval of, or prior inspection by, the Claims Office may result in denial of your claim.

Statute of Limitations -- In accordance with (IAW) AR 27-20, Chapter 11 and DA Pam 27-162, Chapter 2: The claim must be submitted within the two-year statute of limitations. The two-year period begins at date of incident. This two year time period is not waivable.

Claims Payable -- Per AR 27-20, para. 11-5e(2), claims for damage arising as a result of mechanical or structural failure of the vehicle during shipment are not payable.

Deployment Support

Deployment Policy

USAREC is a non-deployable unit, however, individual soldiers are occasionally selected to deploy. If you need assistance, contact Soldier and Family Assistance (SFA) personnel for your Battalion. They will research question for soldiers who are about to be deployed and they will provide assistance to returning soldiers assigned to USAREC. A USAREC assignment requires long hours and family separation just as with a deployment. This can cause higher stress levels and your SFA can help.

Health Care - Overview

Moving With TRICARE

Your [TRICARE](#) coverage is completely portable-meaning it moves with you. You're covered worldwide-both in transit to your new duty location and once you arrive-but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now. USAREC soldiers and families are eligible for and use the TRICARE Prime Remote program discussed in this article. Please contact your SFAPM at 1-800-790-0963, then select the extension for your Battalion from the menu options.

When Enrolled in a TRICARE Prime Option

The TRICARE Prime options include TRICARE Prime and [TRICARE Prime Remote](#) in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

Prime Options in the United States

TRICARE Prime Remote

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in [TRICARE Prime Remote for Active Duty and Family Members](#). Be sure to include all Family members on the enrollment form.

TRICARE Prime

TRICARE Prime is offered in Prime service areas-geographic areas typically located around a military treatment facility-throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#), 1-800-444-5445
- West Region [TriWest Healthcare Alliance](#), 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

Prime Options Outside of the United States

TRICARE Prime Overseas

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; 011-49-6302-67-7432; DSN 314-496-7432. Fax Numbers: 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#).
- TRICARE Pacific Toll free: 1-888-777-8343; 011-81-6117-43-2036; DSN 643-2036; Remote Sites: 011-65-6-338-9277. Fax Numbers: 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#).
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon, GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN 773-2424, Fax Number 1-706-787-3024 or [e-mail](#).

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

TRICARE Global Remote Overseas

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

When Using TRICARE Standard and Extra

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing a qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region:

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower co-payments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

When Using TRICARE for Life

TRICARE For Life-TRICARE's coverage for those who are eligible for Medicare-requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405.

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

Getting Care Along the Way

- Routine Medical and Dental Care-Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States-Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor.

- Urgent care in the United States-Coordinate with your PCM and/or regional contractor.

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas-Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE website](#).
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE website](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE website](#).

Health Care - Special Needs

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

Federal and State Health Care Programs

Medicaid - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

Supplemental Security Income (SSI) - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

Title V of the Social Security Act - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of contact](#) and other pertinent information.

Other Important Resources

Debt Collection Assistance Officer (DCAO) - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

Family Voices - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

Education - Special Education/EIS

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Children from Birth to Three Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and territories to provide [early intervention services](#) to children from birth to age three who are developmentally delayed, or who are at high risk of being developmentally delayed. Early intervention services may be provided by local school districts or health departments. There is no common name across States for the programs, but you may hear them referred to as Part C programs (because Part C is the section of the IDEA that pertains to early intervention).

The [National Early Childhood Technical Assistance Center](#) provides a list of State Part C directors and funded programs at their web site. [Military OneSource](#) can identify local early intervention programs for you.

- Parents of children who receive early intervention services should hand-carry a copy of the Individual Family Service Plan (IFSP) and most current evaluation reports to the new location.

Children from 3 through 21 Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and Territories to provide [special education services](#) to children who are from 3 through 21 year of age. Each local school district has a special education director, and each school should have a case study committee or school based committee (terms differ) that attends to special education students' needs.

Parents of children receiving special education and related services should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports to the new school.

The IDEA requires that if a child transfers to a district in the same state, the receiving school must provide comparable services to those in the child's IEP from the sending district's until the new school develops and implements a new IEP. If a child transfers to another State, the receiving district must provide comparable services to those in the child's IEP from the sending district until the receiving district completes an evaluation and creates a new IEP.

Others who can help you:

- **Parent Training and Information Centers** Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.
- **STOMP (Specialized Training of Military Parents)** is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

Washington PAVE
STOMP Project
6316 So. 12th St.
Tacoma, WA 98465
253-565-2266 (v/tty)

1-800-5-PARENT (v/tty)

Fax: 253-566-8052

[Email](#)

Contact Information

US Army Recruiting Battalion-Los Angeles
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-8446 / 818-609-7704
Fax 818-609-7369

[Email](#)
[Website](#)

Beauty/Barber Shops

Barber Shop
483 N. Aviation Boulevard
El Segundo, CA 90245-2808
Phone 310-426-9808

Monday - Saturday 10:00 A.M. to 6:00 P.M.
Sunday - Closed
Holidays- Closed

Chapels

U.S. Army 6th Recruiting Brigade Chaplain
4539 North Fifth Street
North Las Vegas, NV 89031
Phone 702-639-2026

[Email](#)

Child and Youth Registration and Referral

Child Development Center
483 N. Aviation Boulevard
Building 281
Los Angeles AFB
El Segundo, CA 90245-2808
Phone 310-653-6800 / 310-653-6802
Phone (DSN) 312-633-6800
Fax 310-653-6210
Fax (DSN) 312-653-6210

Monday - Friday 6:30 a.m. to 6:00 p.m.
Saturday and Sunday - Closed
Holidays - Closed

Adult Education Centers

Education Services Specialist
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7746
Fax 818-609-7710

[Email](#)

Beneficiary Counseling Assistance Coordinators

Beneficiary Counseling Assistance Coordinator
Los Angeles Recruitng Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746
Fax 818-609-8798

[Email](#)

Child Development Centers

Child Development Center
483 N. Aviation Boulevard
Building 281
Los Angeles AFB
El Segundo, CA 90245-2808
Phone 310-653-6800 / 310-653-6802
Phone (DSN) 312-633-6800
Fax 310-653-6210
Fax (DSN) 312-653-6210

Monday - Friday 6:30 a.m. to 6:00 p.m.
Saturday and Sunday - Closed
Holidays - Closed

Citizenship and Immigration Services

US Citizenship and Immigration Services
300 N. Los Angeles Street
Los Angeles, CA 90012
Phone 213-830-5160

Civilian Personnel Office

Civilian Personnel Office - CPO
Second Avenue and South Loop
Bldg 577

Fort Irwin, CA 92310

Phone 760-380-3077

Phone (DSN) 312-470-3077

[Website](#)

Dental Clinics

Clinic - 61 MDG
483 N. Aviation Boulevard
Building 210

El Segundo, CA 90245-2808

Phone 310-653-2873 / 310-653-6844 (dental clinic)

Phone (DSN) 312-633-2873

Fax 310-653-6610

[Website](#)

Monday - Friday 7:00 a.m. - 4:00 p.m.

Saturday and Sunday - Closed

Holidays - Closed

Emergency Relief Services

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard

Encino, CA 91316

Phone 818-609-7468/7746

[Email](#)

[Website](#)

Exchange(s)

AAFES
483 N. Aviation Boulevard
Building 252

El Segundo, CA 90245-2808

Phone 310-414-9404

[Website](#)

Tuesday - Sunday 10:00 a.m. - 5:00 p.m.

Monday - closed

Holidays - closed

Family Center

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard

Encino, CA 91316

Phone 818-609-7468/7746

[Email](#)

[Website](#)

Commissary/Shoppette

Commissary
483 N. Aviation Blvd.
Los Angeles AFB

El Segundo, CA 90245

Phone 310-414-9001

Tuesday - Sunday 10:00 a.m. - 6:00 p.m.

Monday - closed

Holidays - closed

Emergency Relief Services

Airman and Family Readiness Center
483 N. Aviation Boulevard
Bldg. 272, Room C1-209

61MSS/DPF

El Segundo, CA 90245-2808

Phone 310-653-5428

Phone (DSN) 312-633-5428

Fax 310-653-5111

Fax (DSN) 312-633-5111

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - Closed

Holidays - Closed

Exceptional Family Member Program/Special Needs

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard

Encino, CA 91316

Phone 818-609-7468/7746

[Email](#)

[Website](#)

Family Advocacy Program

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard

Encino, CA 91316

Phone 818-609-7468/7746

[Email](#)

[Website](#)

Finance Office

Los Angeles Recruiting Battalion Personnel Support Center

6337 Balboa Boulevard

Encino, CA 91316

Phone 818-609-7631

Fax 818-609-7708

[Email](#)

Finance Office

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Hospital/Medical Treatment Facility(s)

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Household Goods/Transportation Office (outbound)

Traffic Management Office (TMO)
483 N. Aviation Blvd.
Bldg 272, 4th floor
Los Angeles AFB
El Segundo, CA 90245
Phone 310-653-5549/5550
Phone (DSN) 312-633-5549/5550

Monday - Friday 7:30 a.m. - 3:30 p.m.
Saturday and Sunday - Closed
Holidays - Closed

Housing Referral Office/Housing Privatization

Los Angeles Recruiting Battalion Facilities Manager
6337 Balboa Blvd.
Encino, CA 91316
Phone 818-609-8744
Fax 818-609-8796

[Email](#)

Monday - Friday 8:30 a.m. - 5:30 p.m.

Information and Referral Services

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Gymnasiums/Fitness Centers

Los Angeles Air Force Base Fitness Center
483 N. Aviation Boulevard, Building 286
Los Angeles AFB
El Segundo, CA 90245
Phone 310-653-6771
Phone (DSN) 312-633-6771

Monday - Friday 5:00 a.m. - 9:00 p.m.
Saturday, Sunday & Holidays 9:00 a.m. - 5:00 p.m.

Household Goods/Transportation Office (inbound)

Joint Service Fleet and Industrial Supply Center, Seal Beach
800 Seal Beach Blvd.
Seal Beach, CA 90740
Phone 562-626-6158/6159

Monday - Friday 7:30 a.m. - 3:30 p.m.
Saturday and Sunday - Closed
Holidays - Closed

Housing Office/Government Housing

Los Angeles Recruiting Battalion Facilities Manager
6337 Balboa Blvd.
Encino, CA 91316
Phone 818-609-8744
Fax 818-609-8796

[Email](#)

Monday - Friday 8:30 a.m. - 5:30 p.m.

ID/CAC Card Processing

ID/CAC Card Processing
483 N. Aviation Boulevard
Building 272, First Floor Lobby
El Segundo, CA 90245-2808
Phone 310-653-6556 / 310-653-5316/5793
Phone (DSN) 312-633-6556
Fax 310-653-5360
Fax (DSN) 312-633-5360

Monday - Thursday 7:00 a.m. - 3:00 p.m.
Friday - 8:30 a.m. - 3:30 p.m.

Legal Services/JAG

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Legal Services/JAG

Los Angeles Air Force Base Legal Services
483 N. Aviation Boulevard
Los Angeles AFB
El Segundo, CA 90245
Phone 310-653-3084
Phone (DSN) 312-633-3084

Notary/Power of Attorney service hours are:
Monday-Friday, 8:00 am to 4:00 pm
Legal Assistance walk-in hours are:
Tuesdays 8:30 am to 9:30 am, and 2:30 pm to 3:30 pm

New Parent Support Program

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Personnel Support Office

Los Angeles Recruiting Battalion Personnel Support Center
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7631
Fax 818-609-7708

[Email](#)

School Liaison Office/Community Schools

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Transition Assistance Program

Army Career and Alumni Program (ACAP)
Second Street
Bldg 577
Fort Irwin, CA 92310
Phone 760-380-5648/5644
Phone (DSN) 312-470-5648/5644
Fax 760-380-9151

[Website](#)

Welcome/Visitors Center

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Loan Closet

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Personal Financial Management Services

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Relocation Assistance Program

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Spouse Education, Training and Careers

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Victim Advocate Services

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Youth Programs/Centers

Soldier and Family Assistance Program Manager
Los Angeles Recruiting Battalion
6337 Balboa Boulevard
Encino, CA 91316
Phone 818-609-7468/7746

[Email](#)
[Website](#)

Major Units